

**GROTON PUBLIC LIBRARY
BOARD MEETING**

Wednesday, October 9, 2013
Groton Public Library
7:00 p.m., Director's Office

- I) Call to order: The meeting was called to order by Marie Shaw at 7:03 p.m.
- II) Roll call: Betty Anne Reiter, Marie Shaw, Pennie Fox, Susan Kietzman, Rosemary Duval-Arnould., Ranjna Bindra, Lenore White. CJ Connelly, community member.
- III) Public Comments: none
- IV) Communications:
 - A) A letter was received from the Town Clerk advising us of the resignation of Board Member Judy Leonard. A letter was also received from Ellen Chiapperini advising us of her resignation from the board.
- V) Approval of minutes of the June meeting: Minutes will be approved in November.
- VI) Review of June, July, August and September performance measures:
 - A) Figures are on track.
 - B) The library presented many programs over the summer that were very well received.
 - C) The non-print numbers are down due to the removing of the books on tape. Most of these cassettes were donated to charities.
- VII) Director's Report
 - A) Cathleen Clifford is the new Assistant Librarian/Circulation Supervisor. She officially began her duties on August 22. Her promotion left a vacancy for a Library Assistant in Circulation. This position has been filled by Jessica Caniglia.
 - B) Groton, Waterford and Mystic & Noank Libraries signed a 7-year contract with SIRSI to continue providing our integrated library system (online catalog). SIRSI has offered a very attractive contract which includes having them host the system (now hosted on a server at Waterford); we will also move to their new ILS, Blue Cloud, when it becomes available in 12-18 months.
 - C) Programs and Activities
 - i) Thank you for your assistance at the How-To Festival. We received positive feedback and will probably offer it again next year.
 - ii) The Civil War exhibit and programs have been very well-received.

- iii) The book sale took place July 12 – 16 and raised \$4,222 for the Library's Donation Trust Fund.
 - iv) Planning has begun for *The Way We Worked* exhibit which will take place in the fall of 2014. Meetings are being held with educational institutions, museums, historical societies, libraries, etc. to organize related programming.
 - v) The Library is hosting a four-part series titled *Demystifying Probate and Estate Planning* this fall with Probate Judge Nicholas Kepple.
 - vi) The Town has a new policy which will affect our use of volunteers and independent contractors. Volunteers will be subject to background checks; some may be required to have DCF checks (if they have contact with children or special needs individuals). Names of independent contractors (including all of our program presenters) will be submitted to the Town's Human Resources Department several weeks prior to the program date to determine the need for further vetting.
 - vii) The Town Attorney has been consulted about "peanut-free" zones in libraries and any legal responsibility under the ADA.
 - viii) The Library will offer extensive programming about food throughout October.
- VIII) Review of Board contributions:
- A) Board members participated in the June "How-To Fair" and assisted at the July book sale.
 - B) There is a meeting of the ACLB at the end of October. Members are encouraged to attend.
- IX) New Business
- A) Recruitment of Board members. There are three potential board members who are in the process of being named to the board.
 - B) A motion was made by Lenore White and seconded by Pennie Fox to approve the 2014 meeting schedule. The motion was approved.
- X) Old Business: none
- XI) Adjournment: A motion was made by Susan Kietzman to adjourn the meeting and seconded by Lenore White. The meeting was adjourned at 8:05 p.m.

Respectfully submitted by,

Rosemary Duval-Arnould
Secretary